



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 107-24

OPENING DATE: 08/22/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Records Clerk/Receptionist
PAY GRADE: NE2 (\$15.50/hr. - \$20.95/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Elder Center
REPORTS TO: Business Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Performs clerical and general office duties; answers incoming calls and directs callers and visitors to appropriate personnel; maintains a professional attitude with the public at all times. Collect and track service unit counts for all Elder Center Program services, entering data into an electronic database, extracting data to prepare reports for local, state and federal funding agencies as required. Responsible to provide support and/or backup in the areas of transportation.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfers call to voice mail when appropriate personnel are unavailable.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Answers questions about program services and provides general information.
- Reports any food service changes to appropriate personnel in a timely manner.
- Establishes and maintains an effective filing and retrieval system; provides sign-in sheets for tracking of meal counts.

- Monitors visitor access and sign in visitors as required; maintains visitor log.
- Researches and evaluates all documents for accuracy and completeness to ensure correct data is entered into database systems, e.g., SAM's and MySeniorCenter.
- Reviews input against source documents for accuracy and edits as needed and providing client reports as requested utilizing database systems.
- Updates appointment calendars; confirms appointments between staff and clients as needed.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Maintains the front lobby area; updates the postings on center and community information boards and informational brochures.
- Assists in the Elder Center projects as directed.
- Assist the Business Manager in the development and implementation of a comprehensive data collection and service unit tracking system.
- Assist in the training of all Elder Center staff in the collection of data and use of MySeniorCenter database system.
- Assist in the training of Elder Center clients in the use of MySeniorCenter database system.
- Conduct Elder Center client Assessments and Re-Assessments.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Six months related experience.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Knowledge of data entry techniques and practices.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to verify data input and correct errors.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.

- Ability to develop and maintain positive working relationships with district employees and the public.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.